

INFORMATION FOR APPLICANTS WHO HAVE COMPLETED POST-SECONDARY EDUCATION OUT OF COUNTRY

Dear Applicant:

Thank you for contacting the Vermont Agency of Education's Office of Educator Licensing. You have indicated that you have completed your post-secondary education outside of the United States. Your process begins with these three steps. After you have completed these steps we will be able to determine your licensing route to becoming a Vermont educator.

Step 1

Vermont educator licensing rules require that those who have completed their academic preparation outside of the United States must have their credentials evaluated by a credentials evaluation service. Please select one of the following to order a Credentials Report:

**Academic & Credential Records
Evaluation & Verification Service
(ACREVS)**

1776 Clear Lake Ave.
Milpitas, CA 95035
Tel: (866) 583-4834
Fax: (510) 252-0876
www.acrevs.com

**American Association of Collegiate
Registrars and Admissions Officers
(AACRAO)**

PO Box 3665
Culver City, CA 90231-3665
Tel: (310) 258-9451
Fax: (310) 342-7086
www.ierf.org

**Center for
Educational Documentation
PO Box 199**

Boston, MA 02117
Tel: (617) 338-7171
Fax: (617) 338-7101

www.cedevaluations.com

**Educational Credential
Evaluators, Inc.
(ECE)**

PO Box 514070
Milwaukee, WI 53203-3470
Tel: (414) 270-6333
Fax: (414) 289-3411
www.ece.org

**Globe Language Services, Inc.
Evaluation Service**

319 Broadway
New York, NY 10007
Tel: (212) 227-1994
Fax: (212) 693-1489
www.globelanguage.com

**Joseph Silny & Associates
7101 SW 102 Avenue**

Miami, FL 33173
Tel: (305) 273-1616
Fax: (305) 273-1338
www.jsilny.com

**International Education
Research Foundation
PO Box 3665**

Culver City, CA 90231-3665
Tel: (310) 258-9451
Fax: (310) 342-7086
www.ierf.org

**World Education Services
Bowling Green Station
PO Box 5087**

New York, NY 10274-5087
Tel: (212) 966-6311
Fax: (212) 739-6100
www.wes.org



Note

Vermont requires two (2) types of foreign transcript analysis:

- General Evaluation, and
- A Course-By-Course Evaluation

You must request both of these analyses. Please request that an official copy of the results be sent from the organization to: Vermont Agency of Education, Office of Educator Licensing, 219 North Main Street Barre, VT 05641. **Next, you must immediately complete Step 2!**

Step 2

- Send a cover letter with your name, address, and Social Security Number to the Office of Educator Licensing, requesting that the department perform a transcript analysis when your Credentials Report is received in our office.
- State which organization is conducting the Credentials Report and the date the review was requested.
- Submit \$40.00 (US Funds) for this review. Make checks payable to the Vermont AOE Licensing Office.

If you have followed Step 1 and Step 2, we can begin your review as soon as the report is received. Incomplete requests will be returned to the applicant.

Step 3

Vermont licensing policy also requires that you show study in the following areas. This study may have been included in your college education, U.S. citizenship classes or other forms of study. You must provide evidence of:

- General knowledge of American history and culture.
- Coursework in the education of the exceptional child (special education).

Please contact us at AOE.LicensingInfo@state.vt.us or at (802) 479-1700 if you have any questions.

The Office of Educator Licensing and Professional Standards
Vermont Agency of Education
219 North Main Street
Barre, VT 05641

